

TERMS OF REFERENCE: WEBSITE WORKING PARTY

PURPOSE: To set out the responsibilities, restrictions and limitations of operation of the Website Working Party

1. Membership and Controls

- 1.1 The Working Party will consist of up to 4 Parish Councillors.
- 1.4 The Working Party will elect a Chair from among its members. In the absence of the Chair at a meeting, the Working Party will elect any member to act as Chair for that meeting.
- 1.5 The Working Party will need a minimum of 3 Councillor members in attendance to be quorate.
- 1.6 The Working Party will meet as required. The Parish Clerk (or Assistant to the Clerk) will attend the meetings.
- 1.7 The Working Party may invite non-members to attend meetings
- 1.8 The Council may dissolve the Working Party in favour of an alternative organisational structure following an assessment of effectiveness at the Annual Parish Council Meeting.
- 1.9 The Council will formally review the continued need for the Working Party annually at the Annual Parish Council Meeting.
- 1.10 Where the Working Party identifies a need for expenditure relating to development of or improvements to the website, this must be referred to Full Council for formal approval.

2. Reporting

- 2.1 Notes of meetings will be made available to the Council and published on the Parish Council's website.
- 2.2 An annual summary report shall be given to the Annual Parish Meeting covering the previous year's activities.

3. Terms of Reference

- 3.1 To review the Parish Council's website from time to time with a view to ensuring compliance with relevant legislation and regulations.

- 3.2 To regularly monitor the Parish Council's website to ensure functionality and fitness for purpose.
- 3.3 To advise on design and aesthetic of the Parish Council's website.
- 3.4 To ensure the website is user friendly and that information can be easily accessed by members of the public.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting:

Review Policy: Every 12 months